



Is My Organization Ready?

An assessment tool for potential AmeriCorps* State applicants

This assessment tool is designed to help potential applicant assess their organizational readiness to administer and support a high quality AmeriCorps* State program. Score your organization (as legal applicant) on elements necessary to run a high quality program. Place a 1 in the column that that best describes the organization's current status or performance.

	Yes	No	Unsure
Organization Mission			
1. Do you have a written mission statement (if no, skip to question 5)			
2. Does your mission statement provide a clear expression of your organization's reason for existence?			
3. Is the mission understood by ALL stakeholders within the organization?			
4. Is the mission frequently referred to (e.g. in meetings, in annual planning?)			
Strategic Planning and Operations			
5. Does the organization have a clear and coherent written plan (i.e. 3-10 year strategic plan)? (if no, skip to question #11)			
6. Does the strategic plan have well defined goals and action steps with timeframes?			
6.a. AND Are the goals measurable?			
7. Is the strategic plan linked to the overall mission, vision and overarching goals of the organization?			
8. Is the strategic plan broadly known by the staff and board/			
9. Has the strategic plan been supported with a realistic and detailed annual plan that outlines the specific work to be accomplished?			
10. Is this annual plan consistently used at all levels of the organization to direct operations?			
Needs Assessment, Program Design and Implementation			

11. Does your organization conduct frequent assessments of the community needs?			
12. Does your organization analyze the results of needs assessments and implement changes?			
13. Does the organization have the ability to grow and/or create new and innovative programs to meet the needs of service recipients?			
14. Does the organization have a track record of accomplishments with its programs?			
Program Alignment			
15. Are your organization's programs and services well defined?			
16. Are the programs fully aligned with the organization's mission, goals and overall strategy?			
17. Do your programs and services fit together well as part of your overall strategy?			
Performance Measurement			
18. Do you have a well-developed and comprehensive evaluation system used to measure the social impact of your programs and services?			
19. Do you collect data to measure performance and progress on a continual basis?			
20. Do you analyze the data and report findings to stakeholders in an accurate and timely manner? (e.g. issue an annual report)			
Commitment to Continuous Improvement			
21. Does the organization conduct frequent assessment of existing programs effectiveness in meeting recipient needs AND identify areas for improvement?			
22. Does the organization conduct continual assessment of internal operations to assess efficiency and effectiveness?			
23. If yes to questions 22 & 23, are adjustments and/or improvements always made?			
Use of Technology			
24. Does your organization have networked computing hardware with a comprehensive range of up-to-date software applications?			
25. Does every key staff member have a computer with up-to-date software?			
26. Does every key staff member have internet access and e-mail capabilities?			
27. Is computer technology used regularly by staff?			
Financial Management			

28. Has your organization ever managed a federal grant?			
29. Does your organization have a computerized accounting system?			
30. Does your organization produce and review financial statements regularly?			
31. Do you have formal internal controls governing all financial operations?			
32. Is your cash flow actively managed?			
33. Are your financial operations audited annually?			
34. Does the organization utilize a strategic budgeting process that reflects the organizational needs and objectives?			
35. Is the budget closely and regularly monitored?			
Human Resources			
36. Does the organization have a well-planned process to recruit, develop and retain employees?			
37. Does the organization provide relevant and regular internal and external training?			
38. Are employee performance appraisals consistent and institutionalized?			
39. Does the organization have a proven willingness to ensure high quality job occupancy?			
40. If applicable, does the organization have a well-planned process to recruit, develop and retain volunteers?			
Partnership/Collaboration			
41. Has your organization built and maintained partnerships?			
42. Are these partnerships strong and do they have a high impact?			
43. Have these relationships led to mutually beneficial collaboration?			
Sustainability			
44. Does your organization have highly diversified funding with multiple financial resources?			
45. Does your organization have a group of dedicated people that believe and support the organization's success?			
Governance and Operations			
46. Does your organization have an active and effective board of directors and/or other governing body?			

47. Does your organization provide staff with all of the information necessary to carry out duties appropriately?			
48. Does your organization have written policies and procedures? (If no or unsure, skip question 49)			
49. Does staff understand and consistently follow the written policies and procedures?			
SCORE	0		